



VACANCY ANNOUNCEMENT FOR EU AID VOLUNTEERS

The requirements for the vacancy announcement are fully described in Commission Implementing Regulation (EU) No 1244/2014 of 20 November 2014 laying down rules for the implementation of Regulation (EU) No 375/2014 of the European Parliament and of the Council establishing the European Voluntary Humanitarian Aid Corps ('EU Aid Volunteers initiative'), **annex I, number 2**.

Please complete all the fields, you will need them all for the vacancy announcement.

GENERAL INFORMATION

Title of the vacancy: Junior EU Aid Volunteer – Project Development, Philippines

Include Junior/Senior EU Aid Volunteer, mention clearly the role (finance, communication...) and the country of deployment.

Region:

Philippines, Asia

Volunteer Profile

Junior Volunteer

Number of positions: 1

Normally 1 vacancy announcement = 1 EU Aid Volunteer. In this case, indicate 1. Where there are multiple EU Aid Volunteers to be deployed at the same time and with exactly the same profile, indicate here the number of positions. The platform will then generate multiple identical vacancies.

Sectors:

Project Development

Hosting Organisation:

ACTED Philippines



Sending Organisation:

ACTED

VACANCY LINK

Apply now link:

TBC

DESCRIPTION

Information about the EU Aid Volunteers initiative

This section is pre-filled. No need to add anything.

Project description:

(Section title: Description)

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential.

ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,600 national staff 400 international staff, ACTED is active in 37 countries and implements more than 500 projects a year reaching over 11 million beneficiaries.

The EU Aid Volunteers initiative provides opportunities to European citizens and long-term residents, from a wide range of backgrounds and with a diversity of skills and professional experience, to get involved in humanitarian aid projects, support the provision of needs based humanitarian aid in third countries and engage in volunteering opportunities, through deployment

Operational and security context:

Brief description of the operational and security context

The Philippines is composed of 7,107 islands with three major ones: Luzon, Visayas and Mindanao. The country records a yearly population growth rate of 2%, with 26.3% of the population living below the poverty line. Located along the typhoon belt in the Pacific, the Philippines is hit by an average of 20 increasingly severe and frequent typhoons every year; hence the country is ranked 4th on the Climate Risk Index.

Even though the Philippines is one of the most dynamic markets in the Asian region with sound economic fundamentals and a young highly-skilled workforce, income disparities are becoming a critical issue. Increasing inequalities emphasise pre-existing societal challenges and are identified as a major driver of environmental degradation. The poorest are struggling to survive with insufficient and inadequate resources. On top of this, the Mindanao region is affected by internal conflicts aside from natural disasters leading to regular movements of population and exacerbating the poverty level.

ACTED has been working in the Philippines since 2012, in the immediate aftermath of Typhoon Pablo supporting affected households in Davao Oriental Province of Mindanao. ACTED has been supporting typhoons-affected communities and meeting their basic needs, by providing food, water, shelter and other essential noon food relief items.

Since then, supporting a rapid transition to early recovery and rehabilitation towards long-term development, ACTED’s interventions focused on food security, disaster risk management, water, sanitation and hygiene, sustainable livelihoods and shelter. ACTED teams also provide much needed support to populations that have to suffer from internal conflicts on the island of Mindanao where ISIL-affiliated groups are operating.

TASKS AND COMPETENCES

Task:

DUTIES AND RESPONSIBILITIES

1. Fundraising

1.1 Context Analysis

- a) Contribute to the analysis of the country’s socio-economic situation, (donor) trends, needs and gaps;
- b) Compile the who does what and where (3W) analysis

1.2 External relations

- a) Regularly update a directory of donors, international and local NGOs, other



- partners and stakeholders;
- b) Contribute to the reporting to national and local authorities as required by ACTED registration/legal status in country;
 - c) When requested, represent ACTED in key clusters and working group meetings.

1.3 Fundraising and proposal development

- a) Support in the identification funding opportunities;
- b) Contribute to the identification of potential relevant international and/or local partners (private sector partners, national and international NGOs, think tanks, academia, etc.) to be included in proposals;
- c) Contribute to the development of fundraising documents (be it expression of Interests/ Concept Notes/ Proposals) in line with ACTED country strategy and donor requirements and in close collaboration with AMEU, project managers, technical coordinators and FLATS teams as directed by the PDM / Country Director and with ACTED HQ GMU (Grant Management Unit) and finance;
- d) Integrate learning from previous interventions (e.g. lessons learnt and best practices) into new proposals

1.4 Contracting

- a) Contribute to addressing in a timely manner all comments by donors on proposals in liaison with relevant staff in country and ACTED HQ GMU and finance;
- b) Read thoroughly all contracts before signature, seeking ACTED HQ GMU and finance advice when required.

2 Grant Management

2.1. Contract follow-up

- a) Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by Programme, AMEU and FLATS team;
- b) When any issue is identified in meeting deliverables in the given timeframe and budget, inform relevant staff in country and seek ACTED HQ Program Department advice on potential solutions that would meet donor rules.

2.2. Reporting

- c) Participate in and take minutes of kick-off and close out meetings for each project
- d) Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with ACTED HQ GMU and finance, which will contribute ultimately to steady cash inflow;
- e) Work in close relation with AMEU to incorporate AME data (incl. data on input, process, output, outcome and impact indicators, lessons learnt and best practices) in reports and review M&E reports from AMEU;
- f) Liaise with FLATS teams when preparing reports, especially with finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports;
- g) Contribute to the monthly update of the Reporting Follow Up (RFU) and



ensure smooth and regular communication with ACTED HQ GMU.

- h) Ensure ad hoc requests from donors are addressed in liaison with the CD, programme and support teams;

2.3. Partner Follow-up

- a) Liaise with partners when required to develop relevant grant agreements in close coordination with ACTED HQ GMU and finance;
- b) Ensure partners report to ACTED in a timely and qualitative manner as per the requirements of the grant agreement.

3. Management and Internal Coordination

3.1. Internal Coordination and Communication

- a) Facilitate interdepartmental communication and information sharing from the Base, to the Area, Capital, and even up to the regional and HQ offices by taking minutes of the various ACTED coordination meetings
- b) Ensure these meeting minutes are sent monthly to HQ;
- c) Keep ACTED HQ GMU and finance updated on latest developments, opportunities and challenges so that GMU can best advice on the way forward.

3.2. Filing

- a) File properly contractual project documents both in hard and soft copies;
- b) Update regularly the Resource Centre at the office with appropriate and relevant external and internal resources.

4. External Communication

- a) Contribute to ACTED external communication strategy by feeding regularly ACTED HQ Communication Department with informal updates on projects, a flash news, pictures, articles on projects progress and/or specific events for ACTED communication tools, including, but not limited to, ACTED Newsletter, websites and ACTED Annual Report;
- b) Ensure the update and design of in country communication and visibility tools and publications, their dissemination and availability to ACTED teams, as well as the capitalization of media and pictures of the mission;

5. EUAV Communications

- a) During the deployment period, the volunteers will have to realize communications activities in order to raise awareness of the EUAV initiative, share volunteer experiences and opportunities, encourage spirit of volunteerism and positive activism and create European connections.
- b) The EU Aid Volunteer will have to follow his/her communications plan, built with the Communications department during the induction session.

Required competences:

Transversal competences

Demonstrating leadership
 Volunteering mind-set
 Autonomy
 Accountability
Specific competences
 Understanding the humanitarian context of the EU Aid Volunteers initiative and applying humanitarian principles
 Managing projects in humanitarian contexts
Technical competences
 Project Development

Apprenticeship
 The apprenticeship for this position will be based in ACTED’s HQ in Paris, France. During the apprenticeship the Volunteer will be managed by a line managers from the Grant Management unit, where there we will be interacting with departments within ACTED HQ and with field missions.

SELECTION CRITERIA AND CONDITIONS

Eligibility and exception criteria:

Important - the following statement is already included:

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Please provide here information on eligibility and exception criteria (if any) as regards the equal opportunities and non-discrimination principles; selection criteria and minimum requirements to serve as exclusion criteria, if applicable (such as level of competences, motivation and other relevant criteria such as experience, language skills, medical aptitude to travel and work in developing countries, availability).

The statement on general eligibility will be added automatically.

Minimum requirements:

Bachelor’s or Master’s degree in humanitarian studies / Political Science / M&E / Project Development
 Fluent English (written and spoken), excellent writing and communication skills;
 Ability to work under pressure in a fast-paced environment;
 Good organisational and prioritisation skills;

Proficiency in Microsoft Office;

Conditions of service:

Please include details on the length of deployment, learning opportunities, working and living conditions, including accommodation and subsistence payments, flights, insurance coverage, medical and necessary vaccinations, etc.

Deployment dates:

January 2020- September 2020 (Apprenticeships November 2019 – December 2019)
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Learning opportunities:

This program places great importance on the EUAV management and career development. The selected volunteers will undertake a learning and development program that will include an induction, trainings during the deployment and a post-deployment support and dissemination activities. Their learning and development plan will be completed with the support of a mentor and their line manager.
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Working and living conditions:

EU Volunteer benefits include: subsistence allowances in line with EU Aid Volunteer daily allowances (675.79 euros per month in France, 322.03 euros per month in Philippines), coverage of all accommodation during apprenticeship in Paris, and in ACTED guesthouse when in the field, travel costs (return flight from Philippines), a luggage allowance of 50 kg, provision of medical, repatriation, and life insurance, reimbursement of visas and vaccinations costs and resettlement allowance (100 per completed month of deployment).
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SELECTION PROCESS

Closing date:

20/08/2019

Shortlisting and interviews:

August 2019

Interview process:

Candidates will be shortlisted and invited to take part in a Skype or face-to-face interview (depending on location). Two-interview process with relevant stakeholders from HR and Program departments and staff based in the field. Please note that the final stage of the recruitment process for this position will be a mandatory ten day training. The training will take place from 25th September - 9th October in Belgium.
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Candidates who are shortlisted will need to be available to attend the mandatory training. In preparation for this the selected candidates will be required to undertake 30 hours of e-learning prior to attending the face-to-face training. Costs for travel and accommodation to attend this stage in the recruitment process will be provided. The final selection will then take place after successful completion of the online and face-to-face training.

Expected date on decision of outcome:
August/September 2019

Expected Timetable:
 Date of training: October 2019
 Apprenticeship placement dates (leave blank if not foreseen): November 2019 – December 2019
 Pre-deployment preparation and induction: November 2019
 Deployment: repeat dates given above: January 2020 – September 2020
 Post-deployment activities: October 2020

RELATED DOCUMENTS

Attach the self-assessment for the country of deployment.

The Europass CV in English is automatically attached. You can attach it in additional languages if required.



Some tips on vacancy announcements

The more thought you put into your vacancy, the better your chance of finding the ideal candidate. The right vacancy announcement will attract the best possible candidates to your EU Aid Volunteers project.

We have prepared some tips for drafting vacancy announcements. You will have your own – please share them with us!

- An effective vacancy announcement is clear, short and to the point. We are competing with the other opportunities available for these highly skilled candidates.
- When you write your vacancy, have your ideal candidate in mind. This will help pinpoint the key competences and skills you are looking for.
- Avoid acronyms and technical language
- Make sure you use the key word in the title – think of what people will type into a search engine to find us!
- Explain what the EU Aid Volunteer will do: not too much detail (the vacancy announcement is not the same as the task assignment) - enough to capture your candidate's interest and engage them.
- Explain how the EU Aid Volunteer will support your work on the ground – show they are part of a team!
- Resist the temptation to copy/paste previous vacancies. Each EU Aid Volunteer is unique with their own skills and competences to bring to your project, so make each vacancy stand out as well. With the right vacancy announcement, your ideal candidate can already picture themselves in the role.